



JOB DESCRIPTION

JOB TITLE: Recreation Manager
DEPARTMENT: Recreation & Community Services
REPORTS TO: Recreation & Community Services Director **DATE:** June, 2009
EMPLOYEE UNIT: Management & Confidential **Supersedes:** July, 2007
EXEMPT: Yes

JOB SUMMARY: Under general direction of the Recreation and Community Services Director, the Recreation Manager provides oversight to the Recreation Division including management of the Aquatics Center, the Centennial Recreation Center including partnership with the YMCA, the Outdoor Sports Center, park facilities, special event permits, recreation programs, and facility maintenance of all recreation and community services facilities.

CLASS CHARACTERISTICS: This is a mid-management classification which requires knowledge of a wide variety of recreation services which includes programs such as aquatics, fitness programs, adult sports, youth sports and activities, seniors programs, and preschool and child care activities. The Recreation Manager is also responsible for the division's budget administration, cost recovery efforts, and development of operating procedures.

Successful performance in this class requires highly developed interpersonal skills to provide positive supervision and leadership for City staff and an understanding of cost effective use of technology solutions to implement City programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the Recreation and Community Services Director, other City staff, and members of the community. Additional duties may be assigned.

1. Assumes management responsibility for services and activities of the Recreation Division.
2. Supervises and evaluates Recreation Supervisors and Coordinators and other division employees. Assigns, prioritizes, directs and schedules duties and work assignments.
3. Develops and implements program goals and policies, staffing levels, and administers policies and procedures for City recreation facilities.
4. Assesses community recreational interests, participates in strategic planning and makes recommendations to ensure productive implementation of City recreation programs.

5. Assesses facility needs to accommodate program needs.
6. Acts as liaison to the YMCA/City partnership, community organizations, and regional service providers.
7. Performs specialized and complex assignments in developing community recreation programs.
8. Prepares and monitors division budgets and expenditures.
9. Provides updates and reports to the Recreation and Community Services Director as needed.
10. Keep abreast of laws and standards in recreation related service areas and maintains current knowledge of job requirements and responsibilities.
11. Make presentations to the City Council, City Commissions, other agencies, and community groups.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Education & Experience:

1. Possess a Bachelor's degree from an accredited college in with emphasis in recreation or a closely related field. A Masters degree is desirable.
2. At least four years of increasingly responsible recreation program experience including at least two years in a supervisory position.

Certificates and Licenses:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

Other Requirements:

1. Those working with youth must successfully complete a state mandated background investigation and drug screen at time of hire.
2. Bilingual English/Spanish highly desirable.

Knowledge of:

1. Philosophies, techniques, trends and principles of recreation management.
2. Principles of organization, administration, and budget management.
3. Principles and practice of management, supervision, training, and performance evaluations.
4. Principles of customer satisfaction related to the delivery of recreation programs.

Skill in:

1. Assessing and implementing community recreation program needs and desires.
2. Effectively use automated systems, including personal computers and office/specialized recreation software packages.
3. Use of common office software including Microsoft Office.
4. Organizing and preparing clear and concise reports in a non-bureaucratic style.
5. Providing outstanding customer satisfaction (internally and externally).

Ability to:

1. Provide organizational leadership to all Department employees, volunteers, and partners.
2. Effectively plan the work of professional and para-professional staff.
3. Prepare, analyze, and make recommendations pertaining to recreation program service delivery.
4. Analyze problems quickly and draw logical conclusions, plan and implement an effective course of action.
5. Develop as necessary, interpret, and apply policies and procedures, laws and regulations.
6. Develop and maintain effective working relationships with those contacted in the course of work.
7. Manage, direct, train, coordinate and evaluate the work of staff.
8. Exercise responsibility to work with limited direction; and complete assigned work and meet deadlines.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 80% indoors and 20% outdoors.
2. The work environment is generally indoors in a temperature-controlled office; some travel is required.
3. Noise level in the work environment is usually moderate.
4. While performing the duties of this job, the employee occasionally works near swimming pools and recreation equipment and is occasionally exposed to the risk of slipping or falling.